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9/13/94

INTEROFFICE COMMUNICATION

MEMO TO: Don Easley

Date: 9/13/94

FROM: Ken Perkins /KAP

SUBJECT: Lynden Farms - Maintenance Department

This memo will serve to document my visit to Lynden and employee training conducted during same.

Lockout/Tagout training was given to maintenance employees. Each employee uses their own lockout/tagout device and individual keys. The new supervisor from Creswell, Michael Pagano, impressed me as an energetic, knowledgeable employee who will be keen on safety awareness issues and regulatory requirements. Michael stated that he will begin to hold monthly safety meetings with all maintenance employees. I will begin sending him copies of the "Safety Bulletin" to use at these meetings.

In addition to lockout/tagout training, basic rules and procedures for "Fire Prevention, Emergency Evacuation, Hazardous Wastes, and Hazard Communication (MSDS) were reviewed with the employees. Copies of the training forms have been sent to Frank Panarra and Michael.

If you have any questions, call me at (209) 394-6934.

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